

INVITE MINISTRY DIRECTOR

The Invite Ministry Director is responsible for overseeing and implementing the church evangelism/welcoming program, training volunteers and actively participating in the inviting ministry to influence others for Christ and bring them into the church.

Ministry Area/Department	Invite (Welcoming/Evangelism)
Position	Invite Director
Accountable To	Pastor
Ministry Target	Visitors and unchurched community members
Position Is	Volunteer (with potential of becoming paid staff)
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Evangelism • Hospitality
Talents or Abilities Desired	Good organizational skills
Best Personality Traits	Expresser-leader or analyst-leader
Passion For	Leading people to Christ • Helping others in their spiritual growth
Length of Service Commitment	One Year Minimum (3 year preferred)

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Pray regularly for the evangelism/welcoming ministry, for those who will be visited and for specific names of people needing salvation.
2. Meet quarterly with Invite Ministry Area Team Captains to review, evaluate, and vision for evangelism/welcoming ministries.
3. Work with other ministry leaders to include an evangelistic/welcoming emphasis in their special events:

- seasonal services, special drama or musical presentations, small groups, etc.
4. Provide training to those who become involved in the inviting ministry.
 - a. Provide ongoing support and training materials as needed.
 - b. Plan a course or seminar at least yearly for training and reinforcement of evangelism/welcoming methods and church's inviting program. Teach what to do and what not to do, explore new opportunities, etc.
 5. Assist Pastor in offering New Member Class 3 times per year and follow up to assimilate new members into the life of the church.
 6. Work with Director of Worship to include evangelism/welcoming emphasis in worship celebrations.
 7. Follow up with visitors and prospects who have completed forms requesting prayer, asking questions about the ministry, indicating curiosity about salvation, etc.
 8. Become familiar with the UM Igniting Ministries and provide training classes, (may include Beyond 30 Seconds) to church members especially team members under the Invite Ministry area.
 9. Serve as an altar counselor for those who come forward for salvation during or following church services.
 10. Be able to share own faith with others, using own life experiences and testimony as well as Scripture.
 11. Be familiar with Scriptures that explain how to become a Christian and provide assurance of salvation.
 12. Be familiar with the overall goals the congregation has set, how these goals influence the Invite Ministry Area programs, and how these goals may be extended.